

COLLECTION DEVELOPMENT POLICY

INTELLECTUAL FRAMEWORK

Our Vision

Montgomery County Public Libraries believes in the right of all individuals to learn and to grow. We value intellectual freedom, quality service, diversity, fairness, professional ethics, and respect for our customers, our community, and ourselves. We are a “Learning Organization” that functions openly by exploring new ideas and using the collective talent, knowledge and creativity of employees at all levels.

Our Mission

Montgomery County Public Libraries offers free and equal access to services and resources to assist the people of Montgomery County in finding ideas and information to sustain and enrich their lives.

Our Values

Montgomery County Public Libraries is the gateway for easy and equitable access to information, ideas, and enrichment; where the lifelong learning needs of people are met by a diverse staff through traditional library services and new methods of information delivery; and where community needs and interests are understood in the planning and provision of all types of library services.

In support of this mission and these values, the Library selects, acquires, organizes, maintains and provides access to a wide variety of information, services, materials (both print and nonprint) and electronic resources which help to fulfill the intellectual, educational, social, cultural, community information, and recreational needs of all people in the County.

Two goals are central to the development of the Library's collection.

Goal One: Ensure intellectual freedom for all users.

To meet this goal the Library endorses and supports the following statements of principle:

- [American Library Association Library Bill of Rights](#)
(As revised through January 23, 1980)
- [ALA Freedom to Read Statement](#)
(As revised through July 12, 2000)
- [ALA Freedom to View Statement](#)
(As revised through January 10, 1990)
- [ALA Access to Information, Services, and Networks, an Interpretation of the ALA Bill of Rights](#)
(As adopted June 28, 1995)
- [ALA Privacy: An Interpretation of the Library Bill of Rights](#)
(As adopted June 19, [2002](#))
- [ALA Libraries: An American Value](#)
(As adopted February 3, 1999)
- [ALA Code of Ethics](#)

(As adopted June 28, 1995)

- [Guidelines for Bulletin Board Postings and Handouts](#) (MCPL)
(June 2006)

These statements are part of the criteria for selection and maintenance of the Library collection. Librarians who select library materials follow the Code of Ethics of the American Library Association.

The Library serves a designated role as a limited public forum for the receipt of information within the marketplace of ideas. The Library is committed to a local collection which presents a variety of points of view on current and historical issues, including views which may be unorthodox or nontraditional. The Library does not exclude or remove materials because of the origin, background, or views of those contributing to their creation.

The collection includes materials housed in Library buildings and electronic information such as selected and leased databases, website documents, and links to websites on the Library website and in the Library catalog. The full range of print and media owned is determined by listings in the catalog and not by the materials on shelf at a given library or libraries at a given time.

Inclusion in the collection or in the virtual collection which is provided online does not constitute an endorsement of the contents and views of any work by the Library or by library staff. Such exclusions or endorsements would establish the political, moral or aesthetic views of Library professionals as the standard for the collection.

Goal Two: Expand and enhance library collections in appropriate formats to provide information of high quality and to meet the varied needs of the customers and communities served.

Library collections are developed to meet this objective within the scope of collection and under the program of evaluation which is outlined below.

SCOPE OF COLLECTION

Three basic collections of print and nonprint materials are maintained in all full service libraries: the children's circulating collection, the adult circulating collection, and the reference collection. The size and nature of the collection at each library site depends on the size of an agency, and the services offered to meet local community needs. Information to supplement and expand these collections is provided through the library's online catalog and through the electronic collection of the Library described above in Goal One.

The children's collection is selected and maintained to meet the evolving information needs, both recreational and educational, of children in a demographically diverse County from birth through middle school with an emphasis on materials for early childhood through grade six. Young adult materials are selected for teens in the wide age range extending from middle school through high school, and it is important to note that individual titles may meet the needs of readers at either the younger or older end of this range. The adult circulating and reference collection is selected and maintained to meet the varied informational and leisure reading needs of adults and young adults. Responsibility for children's and teens' use of library materials including electronic information rests with parents and legal guardians. Adult and young adult selection decisions are based on the information needs of customers and are not influenced by the possibility that children may have access to the materials.

The Library searches for and collects materials, which reflect the diversity of the users served. These include materials which serve users:

- of various reading and educational levels
- with diverse points of view, including minority and majority views on a subject
- of multicultural backgrounds
- whose primary language is not English
- who require adaptive access and formats
- whether or not they are now, or have not traditionally been library users.

The collection is selected to offer a choice of formats and levels of difficulty. Support is provided for student users as well as independent learners. Materials which support school curricula are provided for levels preschool second year undergraduate studies, but needless duplication of the resources of dedicated school libraries is avoided. The Rockville Regional Library is a Selected Federal Depository, and a range of federal documents and data is provided in many formats through this program. Print materials which are not owned by the Library can be borrowed from other library institutions directly in the metropolitan area and in Maryland using reciprocal borrowing privileges or may be requested through the interlibrary loan network from other libraries. Information is provided in a variety of traditional and new formats.

SCOPE OF COLLECTION GIFT MATERIALS

Gift materials are accepted with the understanding that the same collection development policy and guidelines are applied to gifts as to materials acquired for purchase. The Library reserves the right to evaluate and to dispose of gifts in accordance with the criteria applied to purchased materials.

The Library regularly accepts duplicate copies of current bestsellers, gifts from community groups, and gifts and memorials contributed through the Friends of the Library. The Library accepts only a limited number of single copy gifts, since it is time consuming and costly to enter and maintain them in the catalog and collection. Gift material, including review copies, not added to the collection cannot be returned to the donor. The librarian accepting a gift will sign a receipt for the donor testifying to the number of books donated, but not to their value.

EVALUATION PROGRAM

In support of this goal the library maintains an ongoing collection evaluation program to measure the present information and recreational needs of the community and to anticipate future needs for materials. Measurement tools include computer generated reports, other reports on circulation and shelf availability; staff reports on system wide and local branch needs, and user suggestions and surveys.

The library encourages continuing public input on the content of the collection. A patron suggestion form is available on the library website and at all library agencies.

To assure the currency and usefulness of collections there is ongoing review of the existing collection. The collection is not archival and is revised continually to meet broad contemporary needs. Materials are withdrawn for datedness of information, damaged or badly worn condition, insufficient use or lack of space. The Library does not withdraw materials selected for the collection solely because of content objections from users, other citizens or groups. Books which have outdated material, but which are classics or basic in their subject or of other historic importance, are maintained in the collection.

Selected Government Depository items are maintained in the collection in accordance with depository retention rules. Materials are also regularly relocated to other branches where more use is anticipated. Materials are placed in the collection at the most appropriate locations. The use patterns, demographics, local community needs, and program of service of each library agency are considered in the placement of materials. Materials which are withdrawn from the collection may not be held for or given to individual customers or organizations. This includes periodical material, which is to be discarded. Discarded materials with resale value may be sent to the Friends of the Library, Montgomery County, Maryland's Wheaton Book Sale where they can be purchased by the public.

AUTHORITY AND RESPONSIBILITY FOR COLLECTION DEVELOPMENT

The Director is responsible for the collection development of the Montgomery County Department of Public Libraries. Authority for decisions on selection, acquisition, maintenance, and withdrawal of materials is delegated by the Director to the Chief of Collection Management, who administers the collection selection and maintenance operations of the Collection Management Division and provides direction, guidelines, support and assistance for collection management in library branches. All staff use the above collection development policy and guidelines when making selection decisions.

ROLE OF THE LIBRARY BOARD

The role of the Montgomery County Library Board in regard to the content of the collection is:

1. To periodically review and approve the Montgomery County Public Libraries Collection Development Policy.
2. To insure that the Montgomery County Public Libraries has a procedure for the timely review and reconsideration of comments and complaints about materials owned by the library or about the absence of specific content in the collection.
3. To monitor the Montgomery County Public Libraries process.

COLLECTION DEVELOPMENT POLICY IN BRIEF

The collection of the Montgomery County Department of Public Libraries is selected and maintained to provide access to a wide variety of information and materials which help to fulfill the intellectual, educational, social, cultural, community information and recreational needs of all of the people in the County and to insure the intellectual freedom of all users.

To meet this goal, the Library has adopted and incorporates into its collection development policy operating procedures and selection criteria which are outlined in the American Library Association Library Bill of Rights, the ALA Freedom to Read Statement, the ALA Freedom to View Statement, and the ALA Access to Information, Services, and Networks, an Interpretation of the ALA Bill of Rights.

The Library serves a designated role as a public forum for the receipt of information within the marketplace of ideas. The Library is committed to a local collection, which presents a variety of points of view on current and historical issues, including views, which may be unorthodox or nontraditional. The Library does not exclude or remove materials because of the origin, background, or views of those contributing to their creation. Inclusion in the collection or provision of electronic information from remote sites does not constitute an endorsement of the contents and views of any work by the Library or by library staff. Such exclusions or endorsements would establish the political, moral or aesthetic views of Library professionals as the standard for the collection. This would be a violation of the Librarian's Code of Ethics.

The library has an ongoing program of evaluation to measure the use of the collection and to anticipate future needs for materials. Measurement tools include computer generated reports, user surveys and staff reports. Patron Suggestion Cards and Comment and Suggestion Forms are available in all branches so that users can comment on the collection. Materials are selected to meet reported and anticipated needs, and placed in library collections in response to the use patterns, demographics and program of service for each library agency. Materials are selected to meet a wide variety of user needs and serve diverse user populations. A separate collection is maintained to meet the needs of children through grade six. There is an ongoing program of collection review. Materials are withdrawn for datedness of information, damaged or badly worn condition, and lack of use. Materials are relocated to other locations where more use is anticipated. Gift materials are accepted with the understanding that the same collection development policy and guidelines are applied to gifts as to materials acquired through purchase.

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